

Emergency Procedures

Quick-reference section:

Lost Child / Lost Parent Procedure

Location: Information Point at the Main Entrance.(Location 1)

If you find a lost child:

- Stay with the child.
- Notify the Event Lead, Head Teacher or nearest volunteer lead.
- Escort them to the Information Point at the Main Entrance if appropriate.
- Never leave a child unattended.

If a parent reports a missing child:

- Record the child's name, age, description and last known location.
- Notify the Event Lead and/or Head Teacher immediately.
- Begin a coordinated search of the site.

If a child reports a missing parent/carer:

- Reassure the child.
- Stay with them.
- Escort them to the Information Point at the Main Entrance.
- Notify the Event Lead or Head Teacher.

Medical Emergency Procedure

If someone becomes unwell or is injured:

1. **Stay calm and assess the situation.**
2. **Do not move the casualty** unless they are in immediate danger.
3. **Send a volunteer to alert North West Medical Solutions immediately.**
 - a. First Aid Point is located near the stage.
 - b. First Aid Team carry walkie talkies.
4. If available, use a walkie talkie to contact: "First Aid required at [location number/name]."
5. Keep the area clear and provide space for the First Aid Team to work.
6. Remain with the casualty until First Aid arrives unless instructed otherwise.

Serious Medical Emergency

Examples include but are not limited to:

- Unconscious casualty
- Seizure
- Breathing difficulties
- Suspected cardiac event
- Serious head injury
- Severe allergic reaction
- Serious bleeding

Volunteers should:

1. Contact North West Medical Solutions immediately.
2. Notify the Event Lead and/or the Head Teacher.
3. If someone is available, send a volunteer to meet and guide First Aid to the casualty.
4. Follow instructions from the First Aid Team.
5. Call 999 **only if directed by the First Aid Team or if there is an immediate threat to life and First Aid are not yet present.**

First Aid Location

North West Medical Solutions

Location: Near the Stage

The First Aid Team are the designated medical professionals for the event and should be contacted for all injuries or medical concerns.

Volunteers Should Not

- Administer medication (unless it belongs to their own child or they are specifically authorised to do so).
- Move casualties unnecessarily unless there is an immediate risk to their safety.
- Carry out any treatment beyond the level of training they are competent and confident to provide.
- Leave an injured or unwell person unattended.

Volunteers Who Hold First Aid Qualifications

Volunteers with first aid training may provide assistance within the scope of their training where appropriate.

However, North West Medical Solutions remain the designated medical provider for the event and should be contacted for all injuries, illnesses and medical concerns.

All significant injuries, illnesses or medical incidents should be referred to North West Medical Solutions as soon as possible.

Walkie Talkie Message Example

"First Aid required at Location 11, Inflatables area."

or

"Urgent First Aid required at Location 3, Fairground Rides."

Fire / Evacuation

Fire Procedure

If you discover a fire

1. **Remain calm.**
2. **Alert the Head Teacher immediately via walkie talkie.**
3. If there is an immediate risk to life, call **999**.
4. Warn people in the immediate area and move them away from danger.
5. Do not attempt to tackle the fire unless:
 - You have been trained,
 - A suitable extinguisher is available, and
 - It is safe to do so.
6. The Head Teacher will determine whether a partial or full site evacuation is required.

If an Evacuation Is Announced

1. Stop all activities immediately.
2. Direct visitors calmly towards the nearest available exit.
3. Encourage people to walk and not run.
4. Do not allow anyone to return to collect belongings.
5. Volunteers should assist:
 - Children
 - Disabled visitors
 - Anyone requiring additional support

Activity Providers

The following activities should cease operation immediately:

- Inflatables
- Climbing Wall
- Fairground Rides

- Nerf Battles
- Stage Performances
- Bar Operations
- Food Vendors

Operators should follow their own emergency procedures where applicable.

Exit Routes

Visitors should leave via the nearest available exits shown on the site map.

Volunteers should:

- Help maintain clear routes.
- Direct visitors away from hazards.
- Prevent congestion where possible.

Assembly Point

Assembly point: The grassed area opposite the main school car park.

All volunteers that were assigned to an activity during the evacuation should proceed to the assembly point once their area has been cleared.

Lost Children During an Evacuation

If a child is separated from their parent/carer during an evacuation:

- Keep the child with you.
- Proceed to the assembly point.
- Notify the Event Lead and/or Head Teacher immediately.

All Clear

No one should re-enter the event site until authorised by:

- Emergency Services, or
- The Event Lead

Walkie Talkie Message Example

Urgent

"Event Lead/Head Teacher, this is [location]. We have a fire/emergency at Location [number]. Request immediate assistance."

Evacuation

"Attention all volunteers. Please commence site evacuation and direct visitors to the nearest exit."

Severe Weather Procedure

If severe weather is observed or forecast

1. Remain calm.
2. Notify the Event Lead immediately.
3. Continue normal operations unless instructed otherwise.
4. The Event team will assess the situation and determine whether activities need to be paused, modified or stopped.

Thunderstorms & Lightning

If thunder or lightning is observed:

1. Notify the Event Lead//Head Teacher immediately.
2. The following activities should stop immediately:
 - Inflatables
 - Climbing Wall
 - Fairground Rides (operator decision)
 - Stage Performances
3. Visitors should be directed away from temporary structures where appropriate.
4. Follow instructions issued by the Event Lead//Head Teacher.

High Winds

If strong winds are observed:

1. Notify the Event Lead/Head Teacher immediately.
2. Stallholders should secure gazebos and loose items.
3. Activity providers should follow their own wind-related safety procedures.
4. The Event Lead/Head Teacher may suspend:
 - Inflatables
 - Climbing Wall
 - Temporary structures
 - Stage activities

Heavy Rain

Heavy rain alone does not automatically require the event to stop.

However:

- Volunteers should monitor for slipping hazards.
- Electrical equipment should be checked by the responsible provider.
- The Event Lead and/or Head Teacher may temporarily pause activities if conditions become unsafe.

Extreme Heat

Volunteers should:

- Encourage visitors to stay hydrated.
- Make use of shaded areas where possible.
- Refer anyone feeling unwell to North West Medical Solutions.

Walkie Talkie Message Example

"Event Lead/Head Teacher, this is Location X. We have observed lightning in the area."

or

"Event Lead,/Head Teacher this is Location X. Strong winds are affecting gazebos."

Remember - Do not make decisions to close activities or evacuate the site yourself unless there is an immediate danger to life.

Report concerns to the Event Lead and/or as soon as possible and follow any instructions issued.